

<p> Section 1: General Information Name: _____ Date: _____ Class: _____ Teacher: _____ </p>	<p> Section 2: Reading Comprehension Read the passage carefully and answer the questions that follow. The passage discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can help in decision-making, tracking progress, and ensuring compliance with regulations. The text also mentions the challenges of managing large volumes of data and the need for efficient systems to handle this information. </p>
<p> Section 3: Writing Practice Write a short paragraph (5-7 sentences) describing the benefits of using digital record-keeping systems over traditional paper-based methods. </p>	<p> Section 4: Grammar Exercises Complete the following sentences using the correct form of the verb in parentheses. 1. The manager (decide) to launch a new product line next quarter. 2. She (be) working on the project for several weeks now. 3. They (plan) to visit the museum when they have time. 4. He (have) been to the conference many times before. 5. The team (work) hard to complete the project on time. </p>
<p> Section 5: Vocabulary Building Match the words on the left with their definitions on the right. Words: Efficient, Comprehensive, Accurate, Reliable, Timely. Definitions: a. Providing information that is up-to-date and current. b. Giving a complete picture or overview of something. c. Able to do something in a way that saves time and effort. d. Can be trusted or depended upon. e. Free from errors or mistakes. </p>	<p> Section 6: Critical Thinking Read the following statement and write a short paragraph (3-5 sentences) expressing your opinion on whether you agree or disagree with it. Statement: "In the modern business world, having access to real-time data is more important than having a large budget." </p>

Michael J. Hayes

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INTERFERENCE SEARCHED			
Class	Subclass	Date	Examiner

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